

NAVIGATING iRECS - WHAT HAPPENS AFTER SUBMISSION

Submitting an Annual Compliance / Monitoring Compliance Report

1. You will receive an **email notification** requesting that you complete an Annual Compliance Report on the iRECS portal. Click on the **hyperlink** in the email notification to navigate to your project.

Gene Technology

Annual Monitoring Report Required (Exempt-GTRC-2023-)

 donotreply@infonetica.net
To: [redacted]
Cc: [redacted]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Dear [redacted]

As part of the requirements of UNSW, the Project Supervisor must complete an annual/final compliance report for all current projects approved by the UNSW Gene Technology Research Committee. This requires the CI to indicate the current status of their research project and that they have conducted their research according to the Gene Technology Research Committee approved protocol.

Projects for you to report on:

Project Reference Number: Exempt-GTRC-2023- [redacted]

Project Title: [redacted]

Please complete your annual compliance report within 30 days of this notice.

You can access your application via <https://irecs.unsw.edu.au/Project/Index/>

If there are any questions about this process, please do not hesitate to contact genetechnology@unsw.edu.au.

Radiation Safety

Annual Monitoring Report Required (IRP-RSC-2023-)

 donotreply@infonetica.net
To: [redacted]
Cc: [redacted]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Dear [redacted]

As part of the requirements of UNSW, the Project Supervisor must complete an annual/final compliance report for all current projects approved by the UNSW Radiation Safety Committee. This requires the CI to indicate the current status of their research project and that they have conducted their research according to the Radiation Safety Committee approved protocol.

Projects for you to report on:

Project Reference Number: IRP-RSC-2023- [redacted]

Project Title: [redacted]

Please complete your annual compliance report within 30 days of this notice.

You can access your application via <https://irecs.unsw.edu.au/ProjectView/Index/>

If there are any questions about this process, please do not hesitate to contact radiationsafety@unsw.edu.au.

Human Ethics

EAR-HREC-2023- [redacted] External approval registration - Annual Monitoring Compliance Report Required

 donotreply@infonetica.net
To: [redacted]
Cc: [redacted]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Dear [redacted]

Project Reference Number: EAR-HREC-2023- [redacted]

Project Title: [redacted]

The above project was approved by HREC Executive on the 04/08/2023 and a monitoring compliance report form must be provided annually to comply with the approval conditions of this project.

Submission Instructions:

1. Log into iRECS and access your project via the following link: <https://irecs.unsw.edu.au/Project/Index/>
2. In the left hand panel, click on the "Create Sub-Form" button.
3. Select "Monitoring Compliance Report" from the sub-form drop-down list and click "Create".
4. Complete all sections of the form and submit within 1 month of this notice.

Approval for this project **will be withdrawn** if the monitoring compliance requirements are not met.

If you have any questions about this process, please do not hesitate to contact the Human Ethics team.

Animal Ethics

Animal Ethics Modification **Annual Compliance and Animal Usage Report Due**

To: donotreply@infonetica.net
Cc: [Redacted]

Sat 7/10/2023 1:22 AM

Reply Reply All Forward

Dear Dr Animal Ethics,

Annual Compliance and Animal Usage Report

DUE 1 FEBRUARY

Project Reference Number: [Redacted]
Project Title: [Redacted]

An Annual Compliance and Animal Usage REport must be submitted for the above project for the previous year (from 1 January to 31 December). The renewal of your Animal Research Authority is conditional upon the submission of a satisfactory annual report to the ACECs by the above due date.

Submission Instructions:

1. Log in to iRECS and access the Animal Ethics Modification via the following link <https://irecs.unsw.edu.au/Project/Index/9076>
2. Click on "Create Sub Form" button on the left-hand panel on iRECS.
3. Select 'Annual Compliance and Animal Usage Report' from the drop-down list.
4. Complete all sections of the form and submit it **within 1 month of this notice**.

2. Once you are on your project's overview page, click on the **Create Sub Form** button in the left-hand panel of the project page.

iRECS (Applicant) Work Area

Project Create Sub Form Roles

View as PDF Correspond

3. Select **Annual Compliance Report** or **Monitoring Compliance Report** or **Annual Compliance and Animal Usage Report** from the drop-down list. Click **Create**.

Gene Technology & Radiation Safety

Create Subform

Select the sub-form that you would like to apply to this form

Please Select...
Please Select...
Annual Compliance Report
Protocol Deviation

Create Close

Human Ethics

Create Subform

Select the sub-form that you would like to apply to this form

Please Select...
Please Select...
Conditions of Approval / Governance Notifications
Incident and Safety Report
Monitoring Compliance Report
Protocol Deviation

Create Close

Animal Ethics

Create Subform

Select the sub-form that you would like to apply to this form

Please Select...
Please Select...
Annual Compliance and Animal Usage Report
Protocol Deviation
Report on Existing Project Conditions
Unexpected Adverse Event Report

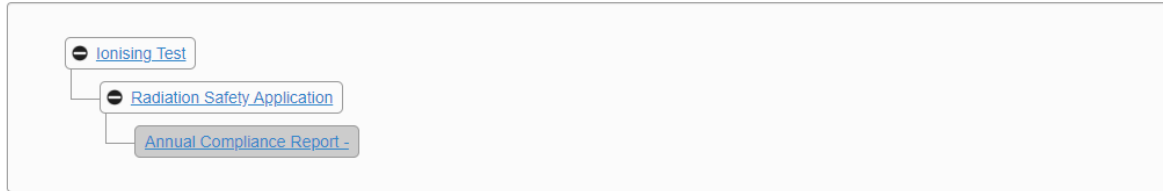
Create Close

4. For Gene Technology and Radiation Safety projects, click on the **Project Progress** section to begin filling in the Annual Compliance Report. For Human Ethics projects, click on the **Status of Project** section to begin filling in the Monitoring Compliance Report. For Animal Ethics projects, click on the **Project Information** section to begin filling in the Annual Compliance and Animal Usage Report.

Note: For those completing the Animal Ethics' Annual Compliance and Animal Usage Report, you may wish to refer to the [iRECS Templates page](#) for the "Animal Usage and Annual Compliance Form Guideline in iRECS".

Gene Technology and Radiation Safety

Project Tree



Action Required on Form	Status	Review Reference
Yes	Not Submitted	N/A

Navigation

Documents

Signatures

Collaborators

Submissions

Correspondence

Annual Compliance Report

Section

Annual Compliance Report

Declaration

Submission

Questions

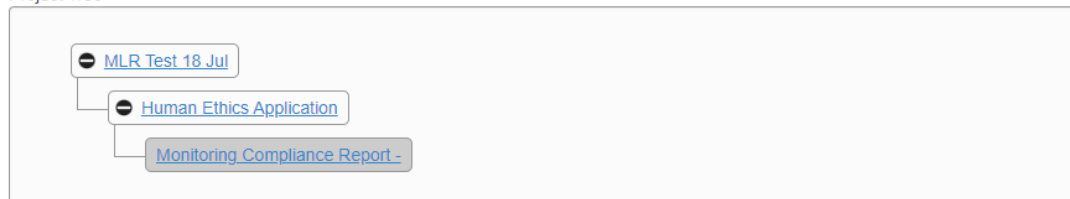
Project Progress

Declaration

Submission

Human Ethics

Project Tree



Action Required on Form	Status	Review Reference
Yes	Not Submitted	N/A

Navigation

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Collaborators

Submissions

Monitoring Compliance Report

Section

Compliance

Data Use and Storage

Clinical Trials

Declaration

Questions

Status of Project Complaints, Protocol Deviations and Issues Compliance

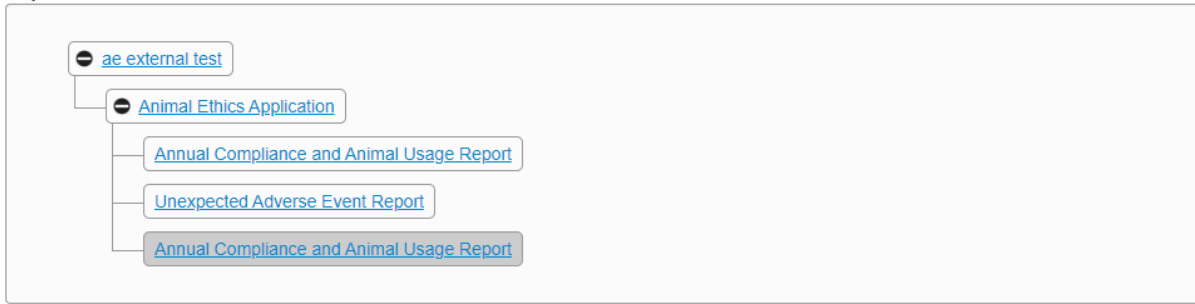
Re-use and Data Storage Requirements

Clinical Trial

Declaration

Animal Ethics

Project Tree



Action Required on Form	Status	Review Reference
Yes	Not Submitted	N/A

Navigation

Documents

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Collaborators

Submissions

Histc

Annual Compliance and Animal Usage Report

Section

Project Information

1. Research Project Progress

Submission

Questions

Project Information

Research Project Progress

Submission

5. **Complete each section** of the Project Progress section. Click **Next Page** to navigate to the next page.
6. (For **Gene Technology, Radiation Safety, and Human Ethics**) On the Declaration section, Click **Accept** to indicate your report is a **true and accurate** record. Click **Next** to navigate to the Submission page.
7. Click on the **Completeness Check** button on the left-hand panel to verify that all mandatory sections have been filled out. Click on any sections that appear in the Completeness Check list and complete the missing fields.

iRECS (Applicant) Wo

Previous	Next	Navigate
View as PDF	Documents	Signatures
Save	Roles	Collaborators
Completeness Check	Submit	

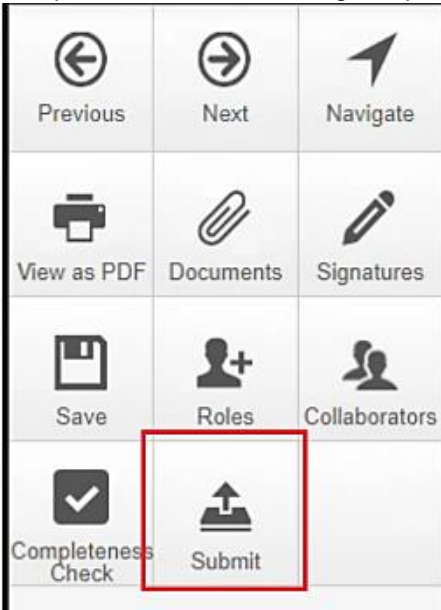
Completeness Check

Incomplete: Please complete the following questions

• Reporting period

sections that needs to be completed are indicated here

8. Click the **Submit** button to submit the Annual Compliance Report or Monitoring Compliance Report or Annual Compliance and Animal Usage Report.



- 9.
10. A final Completeness Check pop-up will appear, click **Submit** to complete the submission process.

Completeness Check



Your form is complete and ready to submit

Submit

Close